

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

September 11, 2006

Job Title:	Contract Treatment Program Manager	Position No.:	64141007
Division:	Community Corrections	Bargaining Unit:	NA
Location:	Helena	Supplement:	
Status:	Permanent/Full Time	Shift:	To be determined
Salary:	\$18.230 – 22.787		

Application Deadline: Applications may be returned the Department of Corrections Human Resource Division by email, fax or hard copy.

Human Resources, Room 311

P.O. Box 201301

fax to (406)444- 4551 **email to** cfah@mt.gov

1539 11th Ave.,

Helena, MT 59620-1301

No later than 5:00 p.m., September 22, 2006.

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

Special Information :

This position ensures that programs under contract with the Community Corrections Division are operating as outlined in each facility/program's written agreement.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-0439.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

Contract Monitoring

- Uses communication and negotiation skills to assist with the development and negotiation of contracts with a minimum of two non-profit corporations and approximately 6 different substance abuse treatment programs. The non-profit corporations currently contract with the Adult Community Corrections Division to provide offender treatment services with a budget of approximately \$12 million per fiscal year to include Methamphetamine Treatment Programs, Connections Corrections Programs, and Warm Springs Addictions Treatment and Change (WATCH) Programs, and qualify expectations of the contract.
- Uses ACA standards, department policy, Administrative Rules, and state statute to ensure that all facilities are in compliance with the requirements as outlined in contract.
- Assists in development, implementation, monitoring and reporting on the division's compliance with policy and best practices.
- Assists with development of the master compliance-monitoring tool for substance abuse treatment programs to ensure the programs are reviewed for compliance each biennium.
- Participates in audit processes and provides input relative to applicability.

- Establishes criteria, formulates projects and assesses program effectiveness incorporating the division's policy on issues of public safety and concern.
- Utilizes knowledge and understanding of medical and mental health practices to assist in recommendation of services to offenders to ensure they receive adequate health care.
- Investigates and resolves issues between contracted facilities and offenders, relatives and acquaintances of offenders.
- Uses communication skills, contract guidelines, Administrative Rules, state statute and department policy to respond to day-to-day operational and program questions from contractors, offenders, criminal justice system staff and the general public to ensure that correct information is disseminated in a timely courteous manner.
- Interprets statistics, state statute, Administrative Rules, and department policy to monitor the length of stay of offenders placed at Community Corrections contracted substance abuse treatment programs, to ensure timely release and that appropriate cost-effective measures are used.
- Assists in the development of Requests for Proposals (RFP) for additional community programs when required, including guides and scoring criteria using knowledge of licensing requirements, ADA, zoning, health and fire standards.

Policy

- Develops and revises department policies relative to the contract facilities ensuring consistency and to protect public safety.
- Evaluates effectiveness of department policies by monitoring compliance for inconsistencies, needed policy redefinitions and/or legal mandates.
- Develops proposals and programs to enhance the use of community resources.
- Provides direction to contracted facilities directors on policy issues to ensure policy guidelines and sound correctional practices are followed.
- Provides guidelines and direction per contract relative to inmate worker management functions at contracted facilities to ensure public safety.

Planning

- Uses thorough knowledge of the legislative process, budget, program expansion and the Executive Planning Process to aid in facility/program expansion. Testifies on Community Correction legislation to support the department budget and related legislation ensuring cost-effective measures are being used and provide verification for requested budget.
- Develops community and contracted facility programs through establishing goals and objectives, and directs development of community resources based on needs, identification, legislation, emerging issues, division and department goals.
- Assists with negotiation and develops facility contracts for the division with review from the department's legal staff.
- Works with community leaders to develop community-based programs and explores community program options for offenders in the community and offenders being released from the Montana State Prisons.

Budget

- Assists with the preparation of the division's biennial budget for the contracted facilities.
- Assists with preparing budget requests to assure adequate fiscal resources are available.
- Analyzes budget requests and makes recommendations to the Administrator.
- Approves expenditures for maintenance related costs at state owned facilities. Ensures that equipment certifications are conducted and up to date.
- Approves length of stay requests for all substance abuse treatment programs.
- Determines program needs to guarantee funding is adequate to meet division objectives.
- Monitors expenditures for each contracted facility and compares spending to funding levels to ensure allocated amounts are not exceeded.

Other Duties

- Responds to media and public requests for information on existing and proposed community-based programs and offenders that critically affect public perception of the mission of the department and the division.
- Represents the department by serving on various committees as requested.

- Disseminates important correspondence, announcements, and requests to contracted facilities department personnel, and offenders.

Competencies:

Detailed knowledge in:

- a. Issues related to Mental Health and addiction.
- b. The entire criminal justice system, particularly probation & parole, correctional institutions and correctional management.
- c. Community resources available to offenders.

Working skills in:

- a. Working with a variety of line employees, management staff and professionals in order to gain their respect and support.
- b. Requires excellent writing, communication and interpersonal relationship skills.

Responsiveness, Follow-up

Assumes responsibility for and delivers on commitments to the customer. Initiates contacts to clarify issues or problems in a timely manner. Keeps the customer up-to-date about projects.

Writing Effectively

Expresses and presents information and ideas in writing that is clear, succinct and understandable. Adjusts the language, writing style and terminology used to meet the need and level of understanding of the reader. Utilizes knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. (This competency includes any type of formal or informal written communication: i.e. letters, reports, studies, presentations, articles, rules, policies, procedures, manuals.)

Decision Making

Independently takes action and responsibility for solving problems. Makes decisions designed to achieve desired outcomes. Challenges the status quo by taking calculated actions in complex, ambiguous, contentious or hazardous situations to force an issue or set a direction.

Organizational Awareness

Aware of and understands the goals, objectives and political structure of the organization. Is Aware of the impact and implications of decisions and actions throughout the organization? Aware of the influence and impact that others or outcomes may have on the goals or objectives of the organization. Sets realistic goals through a thorough understanding of the formal and informal structures of the organization. Takes into consideration and understands the impact of business decisions and actions on internal and external stakeholders. Strives to meet and improve own performance based on an understanding of the organizational mission statement and goals.

Relationship Building

Builds short- and long-term relationships with people critical to work and project success. Relationships involve all those encountered at work. Is respected as a valid resource through consistent actions and behaviors. Builds relationships by bringing conflicts and disagreements into the open, as appropriate. Makes appropriate or acceptable compromises in order to meet goals and to gain cooperation from others.

Networking

Builds networks of useful relationships necessary to achieve positive results. Knows how internal and external organizations work. Cognizant of different roles and positions of power, and then utilizes this information to influence outcomes. Knows how to work with people and organizations in order to reach successful outcomes.

Education and Experience: The education and experience for this position can typically be acquired through a Bachelor's Degree in Human services fields, Criminal Justice, Social Work, Psychology, Business Administration, Education, Sociology or a related field and five or more years of job related experience.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications

may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible.**
2. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****
3. Answers to Supplemental Questions

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

SUPPLEMENTAL QUESTIONS

Job Title:	Contract Treatment Program Manager	Position Number:	64100000
Application Deadline:	September 22, 2006	Department:	Corrections

1. Making sure that community substance abuse treatment programs are effective in reducing the recidivism rates of felony offenders, is an important goal for the Department of Corrections, Adult Community Corrections. What type of offender programming do you think would be important to offer in substance abuse treatment programs and during treatment aftercare, in order to positively affect recidivism rates? Why (please be specific as to why these particular programs may be useful)?
2. A significant responsibility of this position is over-sight and monitoring of the Adult Community Corrections Division's substance abuse treatment programs. What specific experience do you possess that would ensure proper over-sight and monitoring of these programs?

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record.

I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

Applicant's Signature: _____ **Date:** _____